



Office of the City Clerk

Weekly Report – for Week Ending August 1, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Elections – Two hundred and fifty (250) poll workers have been trained to date. Recruiting for as-needed employees for the 2015 election continues. To date there have been 551 applicants.

City Elections – Staff held the quarterly Los Angeles Votes Committee meeting with partner community organizations.

Neighborhood Council Elections – Staff are assisting the Department of Neighborhood Empowerment with the development and review of a Request for Proposal for an electronic on-line voting system for the 2016 Neighborhood Council Elections.

LAUSD, Board District 1 Runoff Election:

Staff's recruitment levels for precinct board inspectors and clerks are at 100% and 90%, respectively. 95,646 vote-by-mail ballots have been issued and 11,306 voted ballots have been received.

All supply transportation vehicles have been loaded and are ready for Supply Pick-Up Day which will occur this weekend.

A mock Election Call Center training was conducted with staff. The training simulated Election Day phone calls for resolution and tracking using the recently updated paperless call tracking system.

The media kit was released online in preparation for Media Day to be held on August 5.

In-person early voting at the Office of the City Clerk - Election Division began on July 14. As of today, one vote has been cast. Setup of the systems and training for the Council and Public Services staff was completed. In-Person Early Voting at City Hall begins on August 4 and ends August 11.

Council and Public Services:

Number of Ordinances Posted/Published	0
Number of Publications Placed	25
Number of Contracts Attested	70
Number of Council Files Created	84
Number of Claims Received	95
Number of Referrals to Council/Committee	95

Council File Management System – A second phase of modifications were implemented into production to provide for improved searching capability. These changes were based on feedback received from a roundtable meeting with power users from various offices and the City Clerk.

Neighborhood and Business Improvement Districts - The Arts District LA Business Improvement District's modified Management District Plans and Engineer's Reports were resubmitted to the City Clerk for review.

TOP ITEMS

- *Ordinances of Establishment adopted for various BIDs*
- *Preparation for early voting at City Hall for the LAUSD Election*
- *Training for Council District 12 staff*
- *Preparation for the LAUSD and 2015 Elections continues*
- *Phase 2 of Council File Management System enhancements implemented based on customer survey and feedback*



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Staff is facilitating agreements between the LADWP and the BIDs for the use of LADWP's reclaimed water pipeline and for promotion of its programs available for small businesses.

Annual Planning Reports were submitted for Council consideration for the following Business Improvement Districts: Lincoln Heights, South Park, Encino Commons, and Westchester.

The Public Hearings and the Ordinances of Establishment were adopted for the Hollywood Media District, Downtown Industrial District, and Greater Leimert Park business improvement district renewals. The Proposition 218 ballot tabulation tally of weighted ballots results in favor of the Business Improvement District renewal are as follows: Hollywood Media District - 83.33%, Greater Leimert Park - 69.26% and Downtown Industrial District - 76.85%.

The County's parcel changes affecting parcels in various BIDs were processed.

City Records Offsite Storage Contract - Staff is in the process of responding to questions from prospective proposers relative to the RFP. All questions will be answered by August 7th and all proposals are due by August 21st.

City Archives - Microfilm Conversion - We have obtained authorization from the City Attorney to pay for additional microfilm conversion of Council Minutes dating back to the 1850's. This is year 2 of a 4 year project which is on the Mayor's Metrics.

City Archives - Research Requests - An individual has been researching theater licensing records from the early 20th century.

Fiscal - Staff has three contracts in process funded from various City trust funds and provided FY13/14 reappropriation figures for the Mayor's budget to the Controller.

AB1290/Council - Staff received 1 allocation request, closed out 2 existing contracts, and processed 10 payments for existing AB1290 contracts. Staff also processed an invoice for reimbursement for one CD 15 employee on loan to the Harbor Department.

General City Purposes - Staff received 34 GCP allocation requests, processed 20 invoices for payment, and provided GCP allocation training to new employees in CD 12.

Personnel - Staff was trained on use of and new procedures associated with the Neo-Gov System for employment applications, certifications requests, eligible lists and hiring process. Workplace Violence training was provided for staff of CD 12.

ISSUES

City Elections - The County of Los Angeles made changes to the County's Voter Information Management System (VIMS) which affected the LAUSD Election configuration being used by the City of LA. Use of VIMS by the City was halted for several days while the County restored a backup of the system to its original state. Workarounds were put into place to avoid any negative impact to the LAUSD election effort. All systems and processes are now fully operational and on schedule.

UPCOMING. . .

City Elections - The Special Runoff Election for the Los Angeles Unified School District Board Seat 1 will be held Tuesday, August 12, 2014.

LAUSD, Board District 1 Runoff Election - The City Clerk will hold a press conference on August 5, 2014. News media, community organizations, candidates, and all interested individuals are invited to attend this event, which will take place at Piper Technical Center on the 3rd floor (Space 375).